

# Cataloging

REVISION HISTORY			
NUMBER	DATE	DESCRIPTION	NAME

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OpenBiblio offers several ways to get your materials into your catalog.

## 1 Copy cataloging

1. Click Cataloging.
2. Click New Item.
3. Type or scan an ISBN. If you are unable to find any results using an ISBN, you can use the dropdown menus to try other search criteria.
4. If it finds a catalog record from a different library, it will fill in all the fields that it can, based on the media type and information from the other library.
5. Make sure that the call number is correct.  
If you are seeing the wrong type of call number (e.g. you see a LoC call number when your library uses Dewey Decimal), somebody with admin privileges will need to change the Admin → Online Options settings.
6. Click Submit.
7. Enter copy information as needed. Click Update.

## 2 Original cataloging

Instructions coming soon

### 2.1 Special subfields

Three subfields display somewhat differently than usual.

- Field 024 \$a (identifier) is assumed to be a DOI, so it displays as a link to that digital object.
- Field 505 \$a (contents) is typically very long, so it displays as a scrollable text field.
- Field 856 \$u (URL - included by default in the ebook and web site material types) displays as a hyperlink.

## 3 Importing MARC records

By default, the MARC record importer imports items as a "test load," so you can verify that there are no errors. You can set "test load" to false once you are satisfied with your settings and file.

## 4 Importing CSV records

Instructions coming soon.

## 5 Bulk delete records

This functionality does not yet exist.

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